



## JOB DESCRIPTION

**TITLE:** *Chemistry Faculty – Assistant Professor, Associate Professor Rank*

**COLLEGE:** Arts and Sciences

**DATE PREPARED:** October 4, 2021

**REPORTS TO:** Chair of Science Department

**FLSA:** Exempt (10.5 months)

### **POSITION SUMMARY:**

The Assistant/Associate Professor of Chemistry position has primary responsibilities for teaching undergraduate chemistry courses including introductory, general, analytical, and environmental chemistry. Heritage University is a Hispanic Serving Institution and a Native American-Serving Nontribal Institution, located on the traditional lands of the Yakama Nation in the midst of an agriculturally-based community. The individual must be committed to the HU mission of excellence in teaching, research, and outreach, which includes strong mentorship of undergraduate students. HU is grounded in the belief that a college education should be accessible to anyone with the talent and drive to pursue a degree; regardless of economics, culture, or geographic locations. Faculty will attend university meetings as required, advise candidates, and maintain an active program of professional development.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Teach lecture and laboratory classes in introductory, general, analytical, and environmental chemistry.
4. Develop curricula and innovative teaching materials for chemistry courses that are culturally responsive to the majority Lantinx and Native American undergraduate student body.
5. Develop curricula and innovative teaching materials for chemistry courses that are responsive and engaging to the majority female undergraduate student body.
6. Ability to strengthen science department degree programs with focus on regional needs.
7. Advise and mentor students in the chemistry program on a broad range of topics including degree requirements, strategies for academic success and career opportunities in chemistry.
8. Maintaining the analytical chemistry instrumentation as well as working with colleagues to better incorporate analytical chemistry techniques into a broader range of science classes.
9. Write grant proposals to support undergraduate science students and research projects.
10. Assist with the chemistry tutoring programs. In addition, provide academic assistance to students in the chemistry program outside of normal class hours and demonstrate a willingness to work with and motivate these students, such as club sponsorship, supervision of independent projects and development of workshops to better prepare students for academic success.
11. Actively engage with STEM outreach to regional schools.
12. This position may be required to teach at one or more regional locations.
13. Handle confidential information with tact, discretion and in compliance with FERPA regulations.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. A Ph.D. degree in chemistry, analytical chemistry, environmental (analytical emphasis) chemistry or related fields from an accredited institution is required.
2. Able to teach various undergraduate chemistry courses including introductory, general, analytical, and environmental chemistry.
3. Working knowledge in GC, HPLC, AA, UV and IR spectrometers.
4. Experience in teaching diverse group of students is preferred.
5. Excellent written, verbal, and interpersonal communication skills.
6. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
7. Experience and expertise in instructional strategies for English language learners.
8. Demonstrated skill in using technology as management, assessment, and teaching tools.
9. Experience or the desire to teach via alternative delivery modes is desired.
10. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and candidate needs.
11. Personal transportation and willingness to travel.

Minimum Qualifications: A Ph.D. in chemistry, analytical chemistry, environmental (analytical emphasis) chemistry, or closely related field and a strong commitment to quality teaching and scholarly activities involving undergraduates is required. Candidates must have completed a Ph.D. at time of application or be expecting to complete a Ph.D. by June 30, 2022. Applicants must possess a strong commitment to excellence in undergraduate teaching and will be expected to pursue external funding.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include a cover letter, vitae/resume, transcripts (copies acceptable for initial screening), and names, addresses, e-mail addresses and phone numbers of 3-5 current professional references.

Review of applications will begin immediately and will continue until the position is filled.

**To apply, please email application material to:** [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948